RNZ Position Description

Position Title: Multimedia journalist (Bands C, D)  Date: June 2018

Location/Business Unit: Programming  Ref #: 

Reports To: Programme Editor/ Executive Producer

Reporting to the Position: Nil

Position Purpose:
As an independent and commercial-free public service media organisation, RNZ’s purpose is to serve the public interest. To this end you will:
Help create a vibrant, live experience on air and online which draws on a wider range of story-telling techniques including visual elements (stills, video, graphics and live to camera), live video streaming, strong writing, research and angle generation, the attraction of great talent and development of a social media audience and engagement with it. You will be brimming with ideas and have a thirst for breaking stories across platforms.

Position Responsibilities (Core Production responsibilities – Bands C, D):
Producers in Band C are expected to carry out all the Core Production responsibilities, but are likely to require a significant degree of supervision and guidance with at least some of these responsibilities.

Producers in Band D are expected to carry out all the Core Production responsibilities. They may still require a degree of supervision and guidance with some responsibilities.

Editorial
- Work with the show’s dedicated production team, the newsroom, digital and others across RNZ on editorial components for on-air and online, including initiating and developing story ideas.
- Enhance RNZ’s reputation for quality by ensuring RNZ standards are met in all work
- Be well briefed on stories of the day and have story ideas.
- Write clear, concise introductions, headlines and notes.
- Writing is to specific duration/length, well angled, written sharply capturing the main point of the story, includes context when appropriate, is grammatically correct (spelling and punctuation),
- Adhere to RNZ quality and editorial policies and meet deadlines.

Production (Broadcast and Web)
- Editing/processing of audio packages, clips and interviews is done in a timely manner producing compelling audio ready to go to air, of appropriate length and meeting appropriate standards.
- Interviews are well researched, accurate and include relevant perspectives to provide balance, and treat affected parties fairly.
- Interview notes are succinct but at the same time provide briefing material which detail the angle/point of the interview, the status of the story, key issues, the views of the interviewee and any potential problems.
- Background material such as annotated reports, news copy, relevant interviews is appended as necessary*
- Applies quality standards to all work maintaining RNZ’s credibility and reputation
- Produce copy which requires minimal subbing
- Can be given stories under close deadline pressure
- Embrace RNZ’s multi-media approach.
- Embracing/using new technology and ways of expanding our audience beyond radio by using the RNZ’s web presence and in social media including facebook and twitter.
- Produce related online content, appropriately enhanced and tailored to web audience for publication on radionz.co.nz and other platforms.
- Apply a sound understanding of media law
General

- Support a positive work environment demonstrated by own constructive behaviour and engagement - participate, collaborate, be flexible and help and encourage others.
- Take responsibility and is accountable by making appropriate decisions; keeping editor and deputy editor informed and following clear directions appropriately.
- Collaborate and maintain effective liaison across News and with other parts of RNZ
- Recognise the importance of training and be available and engaged in development of skills
- Consistently meet the personal and social skills required in the ideal appointee specification.
- Ensure all work is produced to deadlines, without compromising quality.
- Develop and maintain strong relationships with staff, and work collaboratively.
- Work across other parts of news and digital as required.
- Participate in the regular debriefs and reviews of the programme, particularly with respect to the programme objectives and planning, and willingly implement changes as directed.
- Undertake training and development as directed.
- Ensure any public representation maintains RNZ’s standards and builds on its reputation for independent, impartial and balanced journalism.
- Other tasks and assignments as may be required.

Health and Safety:

- Take responsibility for own health and safety and that of others,
- Participate in any safety meetings etc. as required by RNZ,
- Comply with health and safety policies and guidelines and complete responsibilities relating to the health and safety business plan.

Emergency Management / Lifeline Utility Role:

- Maintain broadcast continuity in an emergency: you may be required to carry out other duties suited to your skills and experience. This may involve you being temporarily relocated to another RNZ site if required, usually in a major city.

Organisational:

- Be aware of and adhere to RNZ’s Editorial Policy standards.
- Contribute to the overall effectiveness of RNZ.
- Display a high level of initiative, effort, and commitment to RNZ as it seeks to achieve the aims of the Charter.
- Observe statutory requirements and RNZ policies and frameworks.
- Actively participate in and contribute to the development and achievement of own performance targets and the review of work priorities to achieve the organisation’s goals and objectives.
- Act in a manner consistent with Equal Employment Opportunities principles and practices.
- Shift work, as required.

Additional Responsibilities at D

- Contribute to the professional development of less experienced Producers (Bands B & C) by providing guidelines and advice.

IDEAL PERSON SPECIFICATION

Qualifications:

- A tertiary qualification in journalism or relevant area is preferred or study towards this coupled with video production experience.
- Ability to produce strong written copy for online publication
- A general on-air pass at an RNZ audition which includes clear vocal delivery with non-distracting speech, good interpretative skill and satisfactory interviewing skills is desirable.
- A willingness to learn and adapt is essential.
Personal knowledge, experience and skills (requirements increase with seniority):

Effective working knowledge of:
- National and international news and current affairs
- Live production – on-air, online and visually
- The convergence of aural and visual story-telling, e.g. using smart phones and digital recording techniques
- RNZ style requirements and Editorial Policy, and media law.

Previous experience
- As a journalist (essential) along with an ability to tell stories in a visual and written format.
- On camera experience (desirable),
- Producing “live” programmes of a consistently high quality.

Skills, abilities and personal attributes
- Organisation and planning including ability to work under pressure and meet deadlines.
- Live production, including ability to organise streaming visual interviews.
- Visual editing.
- Field recording skills.
- Appearing on screen (desirable) or willingness to do so and learn the skills (essential).
- Demonstrate a broad and considered approach to what is “news”.
- Willingness to take and implement advice, particularly in areas of skill development.
- Willingness and preparedness to experiment and change in ways that keep an audience first approach.
- Display a high level of initiative, effort, and commitment to RNZ as it seeks to achieve the aims of the Charter.
- A lateral thinker with ability to come up with fresh story ideas and angles.
- Adaptability to changing circumstances and flexible in approach.
- A broadcast quality voice and a willingness to pronounce Maori.
- Actively participate in and contribute to the development and achievement of own performance targets and the review of work priorities to achieve the organisation’s goals and objectives,
- Commitment to producing a consistently high standard of work in all elements of the job description.
- Quickly adapts to need for change, is flexible in approach
- Be able and willing to work shifts at times

Social knowledge, experience and skills (requirements increase with seniority):
- Experience and ability in satisfying changing audience needs.
- Experience and ability in working with teams in pressured situations with tight deadlines.
- Ability to communicate clearly, concisely and persuasively with all colleagues and external contacts.
- Relationship management skills including a collaborative approach with the news operation, the digital team and a wide variety of other content producers within RNZ.
- Experience and ability in networking with business, political, community, cultural and other groups as required.
- Experience and ability being a collaborative team player.
- Ability to recognise the value of cultural and community diversity.

ORGANISATIONAL COMPETENCIES

Leadership and Teamwork
- Helps make all team relationships work
- Works in a consultative and positive manner
- Manages disagreement in a constructive way, avoiding unpleasant confrontations
- Explains their reasoning so others can understand
- Accepts differences and looks for the positive
**Strategic Capability**

- Approaches each situation with a clear perception of limits and actual conditions in the context of their job and the organisation
- Makes connections between issues and allows flexibility in solutions
- Fulfils objectives communicated from the business plan
- Thinks creatively

**Managing Self**

- Adjusts rapidly to new situations
- Recognises responsibility for self-care in relation to health and safety and wellbeing
- Seeks, listens to and responds to feedback
- Balances different job responsibilities according to priorities, making progress in all areas
- Seeks help in a timely way
- Is accountable for their role and responsibilities
- Can be relied on
- Develops knowledge with sufficient depth for appropriate problem solving
- Applies intellect in a rigorous way
- Shows prudence and perspective in forming judgements, and flexibility in designing solutions
- Acts ethically

**Outcome Driven**

- Keeps current in specialist or technical areas
- Thinks laterally
- Is energetic, enthusiastic and positive about achieving goals and resolving issues within cost constraints
- Displays a high level of initiative, effort and commitment to RNZ and its Charter
- Continuously improves services
- Ensures that projects are completed in a timely manner and within budget

**Management**

- Encourages attitudes that support RNZ, holds and promotes an organisation-wide view
- Learns about parts of the organisation beyond own work experience
- Is positive towards change, wanting to build something new and better
- Uses efficient and cost-effective approaches

**Building Relationships**

- Demonstrates relationship building and communication skills
- Enlists the support of others to achieve RNZ’s goals
- Can enter into intense discussion without personalising issues
- Is respectful in all forms of communication
- Moves from their own position if the weight of evidence is against it
- Represents the organisation positively and effectively
- Establishes and maintains positive working relationships with internal business units
- Achieves the group’s objectives
- Takes account of circumstances when communicating with others